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U.S. Army Mission and Installation Contracting Command



VCE-COR

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DISCLAIMER

THIS CLASS IS NOT INTENDED FOR CERTIFICATION
FOR ANY REQUIREMENT. IT DOES NOT QUALIFY
YOU TO BE A COR



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Understanding VCE-COR

- **VCE-COR** - Virtual Contracting Enterprise overview
- **COR PROFILE** – Process of creating a COR Profile
- **COR Self-Nomination** – Process
- **COR's Supervisor** – Profile and Process Detail
- **Contract Officer (KO)** - Review and Approval.
- **Contract Management & Status Reports** - Process
- **The COR Contract File** – Content List



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What is the COR VCE?

- **Mandatory online tool for Nominating, Appointing, Tracking and Managing COR Nominees, Existing CORs, and other required documentation.**
- **Nomination must be approved by COR's supervisor.**
- **KO has final appointment approval .**
- **CORs can upload**
 - **Training certificates**
 - **Required reports**



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VCE Process

- 1. Requiring activity identifies prospective COR, verifies required training is complete.**
- 2. Prospective COR Creates COR Profile, then Self-Nominates within VCE, by a Contract or PR Number.**
- 3. COR forwards nomination to their supervisor for review.**
- 4. Supervisor forwards approved nomination to contract KO.**
- 5. Contracting Officer (KO) concurs with nomination, which issues COR Appointment Letter, or rejects and returns the nomination to the requiring activity for corrective action.**
- 6. COR uploads status reports and other documents no less than monthly.**
- 7. KO reviews documents and reports, processing as required.**



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COR Training Requirements-Handout

MICC Fort Campbell Minimum COR Training Requirements

Training Type

Course

Detail & Frequency

	TYPE A TRAINING	TYPE B TRAINING	TYPE C TRAINING
COR REQUIRED USE WEBSITE Virtual Contracting Enterprise (VCE) https://cor.army.mil/	DEFINITION: For CORs monitoring low performance risk fixed price contracts with no incentives. Basic contract monitoring.	DEFINITION: For CORs monitoring contracts with other than low performance risks. Contract types may be fixed price, incentive arrangements, and/or most cost-type contracts. Work may be more complex and or may be performed in multiple locations.	DEFINITION: For CORs monitoring contracts that have unique contract requirements that may require the COR to have specialized training. COR duties are complex and may require a license or certification.
KO Determines the COR level based on the contract type.	COR A	COR B	COR C
COR EXPERIENCE	Minimum 6 months (may be waived by requiring activity)	Minimum 12 months (may be waived by requiring activity)	Minimum 12 months (may be waived by requiring activity)
CLC 106 Focus (8 CLPs)	MANDATORY https://learn.dau.mil/	MANDATORY (Not required, If the 40-hour COR basic course has been completed)	MANDATORY (Not required, If the 40-hour COR basic course has been completed)
COR BASIC COURSE (32+ CLPs)	N/A	MANDATORY DAU COR 222 OR ALU-CL (Classroom/Online Course/Equivalent)	MANDATORY DAU COR 222 OR ALU-CL (Classroom/Online Course/Equivalent)
DAU CLM 003 Overview of Acquisition Ethics (2 CLPs)	MANDATORY (ANNUAL) DoD REQUIREMENT	MANDATORY (ANNUAL) DoD REQUIREMENT	MANDATORY (ANNUAL) DoD REQUIREMENT
WIDE AREA WORK (https://www.mil/shbt/wbt/Wbt.html)	MANDATORY	MANDATORY (ONE TIME ONLY) WAWF Overview WAWF Inspection OR WAWF Acceptance	MANDATORY (ONE TIME ONLY) WAWF Overview WAWF Inspection OR WAWF Acceptance
Combating Trafficking In Persons http://ctip.defense.gov/requirement.html	MANDATORY (ANNUAL) DoD REQUIREMENT	MANDATORY (ANNUAL) DoD REQUIREMENT	MANDATORY (ANNUAL) DoD REQUIREMENT
COR REFRESHER TRAINING	Retake CLC 106 (EVERY 3 YEARS)	Retake DAU CLC 222 Retake ALU-CL or Equivalent (EVERY 3 YEARS)	Retake DAU CLC 222 Retake ALU-CL or Equivalent (EVERY 3 YEARS)
COR FILE REV & PERFORMANCE ASSESSMENT	(NO LESS THAN ANNUALLY) BY KO OR QAS	(NO LESS THAN ANNUALLY) BY KO OR QAS	(NO LESS THAN ANNUALLY) BY KO OR QAS
TRAINING MUST BE 3 YEARS OLD OR LESS			

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VCE WEBSITE

WEBSITE: <https://arc.army.mil/COR/>

REGULATION - [ACC Pam 70-1](https://arc.army.mil/COR/Templates/ACC_Pamphlet_70-1_(Final).pdf) at :
[https://arc.army.mil/COR/Templates/ACC_Pamphlet_70-1_\(Final\).pdf](https://arc.army.mil/COR/Templates/ACC_Pamphlet_70-1_(Final).pdf)

VIDEO:
https://arc.army.mil/COR/Templates/COR_Management_System_Overview.htm



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OGE Form 450

Confidential Financial Disclosure Report

- This form is used by executive branch employees to report their financial interests as well as other interests outside the Government. The purpose of this report is to assist employees and their agencies in avoiding conflicts between duties and private financial interests or affiliations.
 - <http://www.oge.gov/Forms-Library/OGE-Form-450--Confidential-Financial-Disclosure-Report/>
 - <http://www.oge.gov/Financial-Disclosure/Confidential-Financial-Disclosure-450/OGE-Form-450-FAQs/OGE-Form-450-FAQs/>



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OGE Form 450, 5 CFR Part 2634, Subpart I
U.S. Office of Government Ethics (December 2011)
(Replaces June 2008 edition)

Form Approved
OMB No. 3209-0006

Date Received by Agency

Page Number

CONFIDENTIAL FINANCIAL DISCLOSURE REPORT Executive Branch

Employee's Name (Print last, first, middle initial)		E-mail Address	
Position/Title		Grade	
Agency		Branch/Unit and Address	
Work Phone	Reporting Status New Entrant <input type="checkbox"/> Annual <input type="checkbox"/>		If New Entrant, Date of Appointment to Position (mm/dd/yy)
Check box if Special Government Employee (SGE) <input type="checkbox"/>	An SGE is an executive branch officer or employee who is retained, designated, appointed, or employed to perform temporary duties either on a full-time or intermittent basis, with or without compensation, for a period not to exceed 130 days during any consecutive 365-day period.		
If an SGE, Mailing Address (Number, Street, City, State, ZIP Code)			

Step 1: Read the instructions for Parts I through V on the following pages.

Step 2: For each statement below, check Yes or No to describe your situation.

I. I have reportable assets or sources of income for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
II. I have reportable liabilities (debts) for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
III. I have reportable outside positions for myself.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IV. I have reportable agreements or arrangements for myself.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NOTE: Statement V is for annual filers only. It does not apply to new entrants and SGEs. V. I have reportable gifts or travel reimbursements for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Step 3: If you selected Yes for any statement, you must describe the reportable interests that you have in the corresponding Part (I, II, III, IV, or V) of the form.

Step 4: Sign and date the form



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OGE 450

- **OGE** is the agency that provides overall direction, oversight, and accountability of Executive Branch policies designed to prevent and resolve conflicts of interest. OGE is also charged with promoting high ethical standards for Executive Branch employees. Responsible for;
 - Promulgating and maintaining enforceable [standards of ethical conduct](#) for over four million civilian employees and uniformed service members in over 130 Executive Branch agencies
 - Overseeing a [financial disclosure](#) system that reaches more than 28,000 public filers and over 325,000 confidential filers
 - Ensuring that Executive Branch ethics programs are in [compliance](#) with laws and regulations



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OGE 450

- **Why must I file this report?**
 - You have been designated by your agency to file the Confidential Financial Disclosure Report to avoid involvement in a real or apparent conflict of interest. Your agency made this decision based on the duties and responsibilities of your position.
- **How is the information that I report to be used?**
 - The purpose of this report is to assist employees and their agencies in avoiding conflicts between official duties and private financial interests or affiliations. Your agency ethics official will use the information that you provide to determine whether any potential conflicts exist.



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OGE 450

- **Who will look at my report?**
 - The primary person who will be reviewing this form is your agency ethics official. It is possible that a paralegal or an ethics specialist assisting the ethics official in reviewing the OGE Form 450s that come to their office will look at your form. Some agencies also require the filer's supervisor to review the form and sign it. You will need to ask your ethics office whether you should send your form to your supervisor. The Privacy Act Statement lists other limited circumstances and persons who may have access to your report.



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OGE 450

- SJA Points of Contact – Fort Campbell
 - Hospital Employees_ MAJ Hamby – 270-798-8807
 - All other Directorates, Units (BN Level and up)
 - SJA requests that units send requests up as a group.
 - SJA requests that Email be used primarily.
 - Email Subject Line; OGE 450, Request, _Unit_____, __Unit POC__
 - SJA Mr Gary F. Baumann
 - Gary.F.Baumann.civ@mail.mil
 - Phone 798-2441 (BN or higher POC only)



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STEP #1

CREATING THE COR PROFILE





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Step #1 – Creating the Profile

- **CORs**
 - Initiate the VCE-COR process.
 - Create a profile with their basic info.
 - Self-nominate by contract number.
- **Basic COR Information tells the reader the COR's name, location, phone, e-mail, supervisor , COR training.**
- **CORs must ensure that the supervisor's name is entered exactly as used in AKO**



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VCE COR Website/ COR Related Links:

<https://cor.army.mil/LinksPage.aspx>

COR Home
COR Profile
COR Nomination Process
Contract List/Status
Awaiting My Approval
Local Guidance, Forms, and POCs
All COR Submitted Documents
View All Local COR Records
COR Related Links
New COR Profile (ADMIN)
COR Proxy (ADMIN)
COR Mass Update (ADMIN)
COR Profile Removal (ADMIN)

COR: Links Page

Training

- [Wide Area Workflow Training](#)
- [Defense Acquisition University Online Course Catalog](#)
- [Army Logistics University](#)
- [ATRRS Internet Training Application System](#)
- [United States Army Acquisition Support Center](#)
- [Total Employee Development](#)

Contract Documentation

- [VCE-PCF Module, Paperless Contract Files](#)
- [Wide Area Workflow](#)
- [Electronic Document Access EDA](#)

Regulations/Processes

- [Contractor Manpower Reporting Application CMRA](#)
- [Contractor Performance Assessment Reporting System CPARs](#)
- [FAR/DFARS/AFARS](#)
- [Central Contractor Registration CCR](#)
- [Contractor Verification System CVS](#)
- [Defense Contract Management Agency DCMA](#)
- [Synchronized Predeployment and Operational Tracker SPOT](#)
- [Past Performance Information Retrieval System](#)

Old Version

COR Home

COR Profile

COR Nomination Process

Contract List/Status

Awaiting My Approval

Document Templates

COR Handbooks & POCs

All COR Submitted Documents

View All Local COR Records

COR Related Links

New Version

COR Home

COR Profile

COR Nomination Process

Contract List/Status

Awaiting My Approval

Local Guidance, Forms, and POCs

All COR Submitted Documents

View All Local COR Records

COR Related Links



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COR Profile *(Profile creation Screen)*

COR Home
COR Profile
COR Nomination Process
Contract List/Status
Awaiting My Approval
Local Guidance, Forms, and POCs
All COR Submitted Documents
View All Local COR Records
COR Related Links

COR Information

AKO Name: CAMILLA.TRAMUEL

Work Address: 2746 Harrison Loop

City/APO: Fort Eustis

State: VA

Zip Code: 23604

Country: United States

COR: Profile

[View COR Contract List](#)

Email Address: CAMILLA.TRAMUEL@US.ARMY.MIL

PEO/Command: MICC

PM/Directorate: MICC - EUSTIS

Office Symbol: Fort Eustis

Unit:

	Country	Area Code	Phone Number	Extension
	(If applicable)	(3 digits, no dashes)	(7 digits, no dashes)	(If applicable)
Commercial Phone:		757	8783166	3384
Mobile Phone:				
DSN Phone:			8263166	3384



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Step #1b - Adding COR Training

- **Allows COR to enter and upload training certificates from drop-down menu.**
- **Training certificates required at creation of profile.**
- **Training certificates are mandatory before KO can sign COR appointment letter!!**
- **For courses not listed, COR can select category “Misc Training”.**
- **Current appointment letters “CAN” be scanned and uploaded to the VCE.**



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Adding COR Training

Training Courses <Click to collapse



No Courses Listed

- Select from menu.
- Must be completed before appt letter can be signed by KO

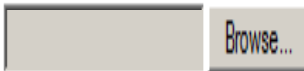
Document:

-Select-

Course Compl. Date:



Add Document:



Note: File size being uploaded must not exceed 8 MB (8,000 KB).

- System will only allow courses that are 3 years or less!



[Click Here to Add Course Certificate](#)

New Training Change Walk

Old Version

-Select-

-Select-

- ACC COR Comprehension Training
- ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)
- COR Locality/Theater/Mission Specific Training
- DAU CLC 106 COR with a Mission Focus
- DAU CLC 206 Contingency COR
- DAU CLM 003 Ethics Training or Agency Equiv
- Misc training as required by local center policy
- Specialized Training/License/Certification - Type C
- Wide Area Workflow (WAWF)

New Version

--- Please select one ---

- ACC COR Comprehension/Site Training
- ALMC-CL, DAU COR-222, CLC-222, or Equivalent
- COR Locality/Theater/Mission Specific Training
- Combating Trafficking in Persons
- DAU CLC 106 COR with a Mission Focus
- DAU CLC 206 Contingency COR
- DAU CLM 003 Ethics or Equivalent
- Misc training as required by local center policy
- Refresher training
- Specialized Training/License/Certification - Type C
- WAWF

New Version!! (selecting career field)

Predominant
Career Field:



-Select-

-Select-

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

CONTRACTING

FACILITIES ENGINEERING

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

INFORMATION TECHNOLOGY

LIFE-CYCLE LOGISTICS

MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE

PROGRAM MANAGEMENT

PURCHASING

SCIENCE AND TECHNOLOGY MANAGEMENT

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

TEST AND EVALUATION

Level of
Certification:

-Select-

-Select-

Level 1

Level 2

Level 3

Supervisor/Under Information

Note: If the Supervisor/Under Information Name is incorrect, they will not be



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Old Version (selecting career field)

**Predominant
Career Field:**



CONTRACTING

-Select-

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

CONTRACTING

FACILITIES ENGINEERING

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

INFORMATION TECHNOLOGY

LIFE-CYCLE LOGISTICS

MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE

NOT CURRENTLY CERTIFIED

PROGRAM MANAGEMENT

PURCHASING

SCIENCE AND TECHNOLOGY MANAGEMENT

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

TEST AND EVALUATION



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New - Certification Discipline

Certification Information

Are you a Certified Acquisition Professional? ☒ Yes ☐ No

Predominant
Career Field: PROGRAM MANAGEMENT

Level of
Certification:
--- Please select one ---
--- Please select one ---
Level 1
Level 2
Level 3

Supervisor/Commander AKO Name

Note: If the Supervisor/Commander AKO Name is incorrect, they will not be able to access the system.

Certification Information

Are you a Certified Acquisition Professional? ☒ Yes ☐ No

Predominant
Career Field: MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE

Level of
Certification:
--- Please select one ---
--- Please select one ---
Level 1
Level 2
Level 3

Supervisor/Commander AKO Name

Note: If the Supervisor/Commander AKO Name is incorrect, they will not be able to access the system.



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Certification Discipline

Certification Information

Are you a Certified Acquisition Professional? ☐ Yes ☒ No

Career Experience:

Career Experience Level:

Certification Information

Are you a Certified Acquisition Professional? ☐ Yes ☒ No

Career Experience:

Career Experience Level:















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Equivalent COR Training

- The VCE now allows the COR to choose whether the certificate that he/she is posting is an “*equivalent*”. The COR can also post **CLPS** earned for Refresher courses completed.

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
 Edit		DAU CLC 106 COR with a Mission Focus	[A]	<input type="checkbox"/>		 DAU CLC106 Fisher COR Certificate Feb 12 2010 Endl.pdf	01/12/2010	0
 Edit		ALMC-CL, DAU COR-222, CLC-222, or Equivalent	[A] BC	<input type="checkbox"/>		 CLC222 COR Certificate George Fisher Mar 2011.pdf	03/25/2011	0
 Edit		WAWF		<input type="checkbox"/>		 WAWF Overview and Vendor Certificate 6 Jul 2011 Fi	07/06/2011	0
 Edit		DAU CLM 003 Ethics or Equivalent	ABC	<input type="checkbox"/>		 2011 Ethics Training DoD G. Fisher.pdf	10/03/2011	0



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Screen Shot showing uploaded documents

COR Home

COR Profile

COR Nomination Process

Contract List/Status

Awaiting My Approval

Document Templates

COR Handbooks & POCs

All COR Submitted Documents

View All Local COR Records

COR Information <Click to collapse

AKO Name: LISA.PALUS

Predominant Career Field:

COR TRAINING

COR Self Nomination for W911S0-04-D-0002-0010

COR Contract Record Updated

[View Complete COR Information](#)

Cancel Record ⓘ

PEO/Command: TRADOC

Level of Certification:

PM/Directorate: ARCIC

Course	Training Lvl	Certificate
Specialized Training/License/Certification - Type C	C	Masters Certificate in Government Contracting 1 .d
DAU CLC 106 COR with a Mission Focus	[A]	COR with a Mission Focus 11-19-09.jpg
Misc training as required by local center policy		Performance Work Statement.jpg
DAU CLM 003 Ethics Training or Agency Equiv	ABC	Ethics Training CLM 003 10 08 10.doc
Misc training as required by local center policy		CLC 011 Contracting for the Rest of US Training Ce
Misc training as required by local center policy		CLE003 Technical Reviews.doc
ALMC-CL, DAU COR-222, or Equiv (36+ hr Course)	[A]BC	COR Course 5 Nov 10.ppt

Contracting Command / Center ⓘ

Contracting Command: MICC

Contracting Center: MICC CENTER - FORT EUSTIS



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Step #2

COR SELF-NOMINATION





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- COR Home
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- COR Handbooks & POCs
- All COR Submitted Documents
- View All Local COR Records
- COR Related Links
- New COR Profile (ADMIN)
- COR Proxy (ADMIN)
- COR Mass Update (ADMIN)
- COR Profile Removal (ADMIN)

Click to collapse->

COR INFORMATION

AKO Name: CAMILLA.TRAMUEL

Supervisor/Commander: SHIRLEY.POWELL

Courses:

No Courses Listed

Contracting Command / Site

Contracting Command:

-Select-

-Select-

ACC
ECC
HCAA
INSCOM
JTSCC
MICC
NGB
PEO STRI
SDDC
USACE
USAMRAA

Contracting Site: -Select-

Information

Number is Known ☐ -> Contract Number is NOT Known

Number:

DRAFT

Officer

Officer: -Select-

Commercial Phone:

COR Nomination Process

[View COR's Profile](#)

Cancel Record

PEO/Command: MICC

PM/Directorate: MICC - EUSTIS

Commercial Phone: 757-878-3166

- Select-
- MICC - BUCHANAN
- MICC - CARLISLE BARRACKS
- MICC - DUGWAY PROVING GROUND
- MICC - FORT BELVOIR
- MICC - FORT BENNING
- MICC - FORT BLISS
- MICC - FORT CAMPBELL
- MICC - FORT CARSON
- MICC - FORT DRUM
- MICC - FORT GORDON
- MICC - FORT HOOD
- MICC - FORT IRWIN
- MICC - FORT JACKSON
- MICC - FORT LEAVENWORTH
- MICC - FORT LEE
- MICC - FORT LEONARD WOOD
- MICC - FORT MCCOY
- MICC - FORT MEADE
- MICC - FORT POLK
- MICC - FORT RILEY
- MICC - FORT RUCKER
- MICC - FORT SILL
- MICC - FORT STEWART
- MICC - FORT WAINWRIGHT
- MICC - JOINT BASE LEWIS-MCCHORD
- MICC - JOINT BASE MYER-HENDERSON HALL
- MICC - PRESIDIO OF MONTERREY
- MICC - WEST POINT
- MICC - WHITE SANDS MISSILE RANGE

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Awaiting My Approval
Document Templates
COR Handbooks & POCs
All COR Submitted Documents
View All Local COR Records

View Complete COR Information

Cancel Record

COR Information <Click to collapse

AKO Name: CAMILLA,TRAMUEL

Predominant Career Field:

Courses: No Courses Listed

PEO/Command: MICC

Level of Certification:

PM/Directorate: FORT EUSTIS-CC

Contracting Command / Center

Contracting Command: MICC

Contracting Center: MICC CENTER - FORT EUSTIS

Contract Information

Contract Number is Known / Contract Number is NOT Known

Contract Number: Select

Delivery/Task Order: DAAA09

Record Status: DAA007

Contracting Officer: DAA008

Contracting Officer: DAA010

Commercial Phone: DAA012

Contracting Specialist: DAA015

Contracting Specialist: DAA017

Commercial Phone: DAA018

QA Surveillance Plan: DAA032

Add QASP Document: DAAE07

Note: The file should have a file size of (8,000 KB).

Browse...

MICC - FORT CAMPBELL

MICC - FORT CARSON

MICC - FORT DRUM

MICC - FORT GORDON

MICC - FORT HOOD

MICC - FORT IRWIN

MICC - FORT JACKSON

MICC - FORT LEAVENWORTH

MICC - FORT LEE

MICC - FORT LEONARD WOOD

MICC - FORT MEADE

MICC - FORT POLK

MICC - FORT RILEY

MICC - FORT RUCKER

MICC - FORT SILL

MICC - FORT STEWART

MICC - FORT WAINWRIGHT

MICC - JOINT BASE LEWIS-MCCHORD

MICC - JOINT BASE MYER-HENDERSON HALL

MICC - WEST POINT

MICC - WHITE SANDS MISSILE RANGE

MICC CENTER - FORT BRAGG

MICC CENTER - FORT EUSTIS

MICC CENTER - FORT KNOX

ENTER:

- Command
- Office
- Contract #
- KO info
- Specialist

COR can add PR/Contract# HOWEVER, MUST HAVE

- Command
- Office
- KO name
- Specialist name



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COR Profile
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View All Local COR Records

[View Complete COR Information](#)

Cancel Record ⓘ

COR Information <Click to collapse>

AKO Name: CAMILLA, TRAMUEL

PEO/Command: MICC

Predominant Career Field:

Level of Certification:

Courses:

No Courses Listed

Contracting Command / Center ⓘ

Contracting Command:

MICC

Contracting Center: MICC CENTER - FORT EUSTIS

Contract Information ⓘ

☒ ->Contract Number is Known ☐ ->Contract Number is NOT Known

Contract Number: -Select- - - - -

Delivery/Task Order: -Select-

Record Status: Draft

Contracting Officer

Contracting Officer:

Commercial Phone:

Contracting Specialist

Contracting Specialist:

Commercial Phone:

QA Surveillance Plan

Note: The file should have a file extension (doc, pdf, etc.).

Note: File size being uploaded must not exceed 8 MB (8,000 KB).

CAN BE
"0000s",
BUT NOT A
BLANK

Must have a
QASP

Select-

ADAMS, MICHAEL
ADDISON, JANICE
ALFORD, JACQUELINE
ALLEN, VICKIE
AUSTIN, T
BARBIE, JOHN
BEAGLE, KYLE
BEDFORD, SCOTT
BEUSCHEL, LANCE
BLACK, DIANE
BLAIR, BARBARA
BLAIR, STEVEN
BLAKE, LATISHA
BROADWAY, DIANE
BROWN, DEBRA
BURK, MICHELE
CALLOWAY, BARBARA
CELANO, DELPHA
CHERRY, CYNTHIA
COGOSSI, BRUCE
COLE, KEITH



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QA Surveillance Plan (QASP)

Note: The file should have a file extension (doc, pdf, etc.).

Note: File size cannot exceed 8 MB (8,000 KB).

Must have a
QASP

Existing Document:

QASP AND PRS.docx

Replace QASP
Document:

Browse...

KTR info is
automatic

Contractor

DUNS Number: 003174273

Contractor Name: COLONNAS SHIP YARD, INCORPORATED

Contractor City: NORFOLK

Contractor Zip Code: 23523-1799

Contract Award Date: 9/29/2010

Current Completion Date: 7/1/2011

Contractor Address: 400 E INDIAN RIVER RD

Contractor State: VA

Contractor Country: US

COR Click to collapse

COR (Nominee)
Certifications:

- COR certification
- Save

Cert. Activation		Certification
5/18/2008	Certified	I HAVE THE NECESSARY CLEARANCE FOR THIS CONTRACT AND ANY RELEVANT INFORMATION
5/18/2008	Certified	I HEREBY UNDERSTAND THAT I AM REQUIRED, AS A COR, TO COMPLETE AND FILE THE OGE 450 FORM BY FEBRUARY OF EACH YEAR WHILE I AM A COR AND I WILL INCLUDE A STATEMENT IN THE FEBRUARY MONTHLY COR REPORT STATING THAT THIS HAS BEEN DONE.
5/18/2008	Certified	I HEREBY UNDERSTAND THAT I AM REQUIRED, AS A COR, TO COMPLETE THE MONTHLY COR REPORT AND SUBMIT IT WITHIN THE COR SITE BY THE 15TH OF EACH MONTH.
5/18/2008	Certified	I HEREBY UNDERSTAND THAT I AM REQUIRED, AS A COR, TO COMPLETE THE YEARLY ADMINISTRATIVE REVIEW OF MY COR FILES WITH THE CONTRACTING OFFICER IN THE ANNIVERSARY MONTH OF THE APPOINTMENT EACH YEAR.
5/18/2008	Certified	I MAY BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED ACTS IN ACCORDANCE WITH AFARS 5153.9001 PARAGRAPH 3.
5/18/2008	Certified	I WILL COMPLETE THE 8 HOUR ONLINE DEFENSE ACQUISITION UNIVERSITY COR TRAINING ENTITLED COR WITH A MISSION FOCUS (CLC 106) AT WWW.DAU.MIL BY THE ANNIVERSARY DATE OF THE LAST COURSE COMPLETION EVERY 3RD YEAR, AND PROVIDE CONFIRMATION OF COMPLETION IN THE MONTHLY COR REPORT TO THE PCO.
5/18/2008	Certified	IF APPLICABLE, I HAVE REGISTERED AS A USER OF WIDE AREA WORKFLOW (WAWF) ONLINE AND TAKEN THE TRAINING AT HTTPS://WAWF.EB.MIL AND WILL PROCESS PAYMENTS WHEN POSSIBLE USING WAWF.

Submit Record to Supervisor

Save Record (without routing)



**U.S. Army Mission and Installation
Contracting Command**

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STEP #3

THE COR's SUPERVISOR





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Contracting Command*



COR's Supervisor's Role

- **Supervisor will receive e-mail notifications from VCE.**
- **Reviews, rejects/approves and certifies nomination.**
- **Supervisor must check all blocks (COR nomination).**
- **Can save (as draft) and comeback later to complete.**
- **After review, goes electronically to KO.**
- **If rejected, must provide reason why in comment block.**



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U.S. Army Mission and Installation Contracting Command



E-mail
notification from
COR to his/her
supervisor

This is a multi-part message in MIME format.

-----4D8C24=_23F7E4A13B2357B3

Content-Type: text/plain; charset=us-ascii

Content-Transfer-Encoding: 7bit

Dear SHIRLEY POWELL,

CAMILLA TRAMUEL has self-nominated him/her-self as a COR for contract W91150-10-R-0025. As his/her supervisor, you are required to provide your approval prior to submission to the Contracting Officer for nomination.

Please go to the COR System at <https://arc.army.mil/cor>. Once in the system, the following steps will help you process this request:

1. Click on "Awaiting My Approval" in the left menu;
2. Find this COR Nomination using the Contract Number above and click the link to open the record;
3. After you have reviewed the necessary information, scroll down to the Supervisor section of the record;
4. Complete the supervisor portion of the nomination and Approve your section to submit it to the PCO.

If you cannot access the "Awaiting My Approval" section it may be because the COR Nominee typed your AKO name incorrectly. If it is not exact then your Common Access Card will not match the AKO name and you will be denied access. If this is the case you must direct the COR Nominee to go back to the COR Profile page and type in your exact AKO name. For example "Joseph.Smith 214" or whatever your exact AKO name is. After the COR Nominee has made the correction you should be able to access the Awaiting My Approval section and complete the nomination.

Please note that no COR may be appointed until you complete your portion of the nomination process and submit it through the COR System to the contracting officer.

This email was automatically-generated. You may contact the COR named above directly, if you wish to discuss this appointment; you can do so by simply replying to this message.

Thank you.



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Contracting Command**



COR's Supervisors view

COR - Awaiting my Approval

ACC - VCE
Virtual Contracting Enterprise

COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer 0

<u>COR</u>	<u>Contract/PreAward Number</u>	<u>Supervisor</u>
LISA.PALUS	W911S0-04-D-0002	P.BEATTY
LISA.PALUS	W911S0-04-D-0002-0004	P.BEATTY
DEBRA.ANN.LAWSON	W911S0-04-D-0002-0005	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0001	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0101	P.BEATTY

COR Home
COR Profile
COR Nomination Process
Contract List/Status
Awaiting My Approval
Document Templates
COR Handbooks & POCs
All COR Submitted Documents
View All Local COR Records



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U.S. Army Mission and Installation Contracting Command



[View COR's Profile](#)

Click to collapse->

COR INFORMATION

AKO Name: DEBRA.ANN.LAWSON








PEO/Command: TRADOC

PM/Directorate: ARCIC

Supervisor/Commander: P.BEATTY

Supervisor/Commander Commercial Phone: 757-878-1589

Courses:

Course	Training Lvl	Certificate	Course Compl. Date
Specialized Training/License/Certification - Type C	C	 MASTERS CERTIFICATE.doc	12/19/2003
Misc training as required by local center policy		 Lawson Performance Work Statement 001.jpg	04/28/2010
Misc training as required by local center policy		 Contracting for the Rest of US CLC011.pdf	10/08/2010
DAU CLM 003 Ethics Training or Agency Equiv	ABC	 CLM003 Ethics Training for Acquisition Technology	10/08/2010
Misc training as required by local center policy		 COR with a Mission Focus CLC106.tif	10/18/2010
Misc training as required by local center policy		 Technical Review Certificate.pdf	10/21/2010
ALMC-CL, DAU COR-222, CLC-222, or Equiv (36+ hr Course)	[A]BC	 Lawson COR Certificate Nov 2010.pptx	11/05/2010
DAU CLM 003 Ethics Training or Agency Equiv	ABC	 Lawson Ethics 2012.pdf	01/05/2012



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**U.S. Army Mission and Installation
Contracting Command**



Defense Acquisition University



This certifies that

DEBRA LAWSON

has successfully completed

Overview of Acquisition Ethics

CLM003 Section 891

on

01/05/2012

CLPs: 2

President Defense Acquisition University



U.S. Army Mission and Installation Contracting Command

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COR Supervisor Certification

Submit Record to Supervisor

Save Record (without routing)

Supervisor Click to collapse

Supervisor
Certifications:

Cert. Activation		Certification
5/18/2008	Not Certified	I CERTIFY THAT I AM THE SUPERVISOR (OR HIGHER AUTHORITY) OF THE NOMINEE AND I SUBMIT THE NOMINEES NAME TO THE CONTRACTING OFFICER AS AN ACCEPTABLE CANDIDATE FOR CONTRACTING OFFICER'S REPRESENTATIVE.
5/18/2008	Not Certified	IF APPLICABLE, THIS COR NOMINEE HAS REGISTERED AS A USER OF WIDE AREA WORKFLOW (WAWF) ONLINE AND TAKEN THE TRAINING AT HTTPS://WAWF.EB.MIL , AND WILL PROCESS PAYMENTS WHEN POSSIBLE USING WAWF.
5/18/2008	Not Certified	THE NOMINEE HAS FILED AN OGE FORM 450 AND THERE IS NO CONFLICT OF INTEREST OR APPARENT CONFLICT OF INTEREST INTERFERING WITH THIS APPOINTMENT. THE EMPLOYEE WILL BE REQUIRED TO FILE AN OGE FORM 450 EACH FEBRUARY FOR THE DURATION OF THIS APPOINTMENT AND NOTIFY THE PCO OF THIS USING THE FEBRUARY MONTHLY COR REPORT. THE COR WILL NOT PROVIDE A COPY OF THE OGE TO THE CONTRACTING CENTER.
5/18/2008	Not Certified	THE NOMINEE HAS NO SECURITY VIOLATIONS.
5/18/2008	Not Certified	THE NOMINEE HAS NO VIOLATIONS WITH US GOVERNMENT CREDIT CARDS.
5/18/2008	Not Certified	THE NOMINEE HAS NO VIOLATIONS WITH US GOVERNMENT PURCHASE CARDS.
5/18/2008	Not Certified	THE NOMINEE HAS THE TECHNICAL OR ADMINISTRATIVE ABILITIES AND THE REQUIRED SECURITY CLEARANCE COMMENSURATE WITH THE PROPOSED COR DUTIES.
5/18/2008	Not Certified	THE NOMINEE HAS TIME AVAILABLE TO ADEQUATELY PERFORM SUCH DUTIES.
5/18/2008	Not Certified	THE NOMINEE IS FAMILIAR WITH PERTINENT CONTRACT CLAUSES SUCH AS CHANGES, INSPECTION AND ACCEPTANCE, GOVERNMENT-FURNISHED PROPERTY, TERMINATION, AND THE CONCEPTS OF EXCUSABLE AND NONEXCUSABLE DELAYS IN CONTRACT PERFORMANCE.
5/18/2008	Not Certified	THE NOMINEE MAY BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED ACTS IN ACCORDANCE WITH AFARS 5153.9001 PARAGRAPH 3.
5/18/2008	Not Certified	THE NOMINEE POSSESSES THE NECESSARY ABILITY TO ANALYZE, INTERPRET, AND EVALUATE FACTORS INVOLVED IN CONTRACT ADMINISTRATION.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE THE 8 HOUR ONLINE DEFENSE ACQUISITION UNIVERSITY COR TRAINING ENTITLED COR WITH A MISSION FOCUS (CLC 106) AT WWW.DAU.MIL , BY THE ANNIVERSARY DATE OF THE LAST COURSE COMPLETION EVERY 3RD YEAR, AND PROVIDE CONFIRMATION OF COMPLETION IN THE MONTHLY COR REPORT TO THE PCO.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE THE MONTHLY COR REPORT AND PLACE A COPY OF THE COR MONTHLY REPORT IN THIS SYSTEM EACH MONTH.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE YEARLY ADMINISTRATIVE REVIEW OF THE NOMINEES COR FILES WITH THE CONTRACTING OFFICER IN THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.
5/18/2008	Not Certified	THE NOMINEE'S INTEGRITY AND ADHERENCE TO THE STANDARDS OF CONDUCT DODD5500.7-R, THE JOINT ETHICS REGULATION (JER) AND THE PROCUREMENT INTEGRITY ACT (FAR 3.104) ARE ABOVE REPROACH.

-Supervisor must certify
by checking ALL blocks.

- Can approve or reject.

- If reject must say why in
comments

Approval/Rejection
Comments:



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Contracting Command*



STEP #4

KO REVIEW, CERTIFICATION, AND APPROVAL





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Contracting Command***



KOs Review and Certification

- KO & specialist will receive e-mail notifications that a COR nomination has been requested
- If a pre-award number (04-**R**-0010) is listed, the KO or specialist must enter the award number (04-**D**-0055) before KO approval
- KO Identify COR type (A, B or C) & verify training certs.
- KO can;
 - Cancel before formal appointment
 - Terminate after formal appointment
 - COR & COR supervisor will get e-mail notifications



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KO VIEW



ACC - VCE Virtual Contracting Enterprise



COR Home

COR Profile

COR Nomination Process

Contract List/Status

Awaiting My Approval

Document Templates

COR Handbooks & POCs

All COR Submitted Documents

View All Local COR Records

COR: Awaiting my Approval

COR Nominees Awaiting My Approval as Contracting Officer ⓘ

<u>COR</u>	<u>Contract/PreAward Number</u>	<u>Supervisor</u>
LISA.PALUS	W911S0-04-D-0002	P.BEATTY
LISA.PALUS	W911S0-04-D-0002-0004	P.BEATTY
DEBRA.ANN.LAWSON	W911S0-04-D-0002-0005	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0001	P.BEATTY
RACHEL.M.WASHINGTON2	W911S0-04-D-0003-0101	P.BEATTY



U.S. Army Mission and Installation Contracting Command

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COR - COR Nomination Process for DABT39-01-C-4003-0000 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=7546&id=22604&orgid=68

File Edit View Favorites Tools Help

Contractor Manpower Repo... Contractor Performance As... ARC -- MAIN MENU EDA Home Ogden PCF Login Weather Information Radar... ATAAPS Disclaimer Army Knowledge Online - ga... DFARS Home - DAU Home Page

COR - COR Nomination Process for DABT39-01-C-4003-0000

COR Comments:

Submit Record to Supervisor/Commander Save Record (without routing)

Click to expand-> **SUPERVISOR/COMMANDER**

Click to collapse-> **CONTRACTING OFFICER**

Contract Number: DABT39 -01 -C -4003

Delivery/Task Order: 0000

COR Training Type: A

Contracting Officer Certifications:

Cert. Activation	All	Certification
6/25/2012	<input checked="" type="checkbox"/> I certify	I HAVE REVIEWED THE COR'S COURSES AND CONFIRMED THAT A VALID "CONTRACTING OFFICER REPRESENTATIVE" COURSE HAS BEEN COMPLETED BY THE COR.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED COR REPORT AND UPLOADS IT IN THE VCE-COR MODULE. I WILL THEN REVIEW THE COR REPORT AND APPROVE OR REJECT IT IN THE VCE-COR MODULE.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

Approval/Rejection Comments:

Save Record (without routing) Waive QASP

Reject COR Appoint COR

Terminate/Revoke COR

Annual COR File Inspection Checklist

Upload Online File Inspection Checklist:

Conduct Annual File Review

Click to expand-> **COR'S ONLINE FILE**

KO can choose to waive the QASP;
but should do so only in very limited
circumstances.

https://arc.army.mil/COR/CORContractDisplay.aspx?id=QASPWaiver&corId=7546&contId=DABT3901C4003& - Windows Internet Explorer

Please fill out the following form.

WAIVER OF QUALITY ASSURANCE SURVEILLANCE PLAN

MEMORANDUM FOR RECORD Date: 17-Aug-2012

I, ABRAHAM, PAULINE, hereby waive the requirement for a Quality Assurance Surveillance Plan (QASP) against DABT3901C4003.

The QASP waiver is granted in accordance with one of the following (choose one):

☐ (SAP) - This contract was awarded using simplified acquisition procedures.

☐ (SUPPLY) - The contract awarded is for the delivery of supplies, an alternate surveillance Plan/ process is in place.

☐ (QA at Source) - The contract complies with DFARS 246.402, Government Contract Quality Assurance At Source.

Comments

PCO Signature:

Date Signed:

PCO Name: ABRAHAM, PAULINE

KO should choose the correct reasoning for waiving the QASP; check that block; digitally sign the document and submit the form.

Start | Inboxes - Microsoft Outlook | COR - COR Nomination P... | Presentation1 [Compatib... | https://arc.army.mil/... | 11:46 AM

COR - COR Nomination Process for DABT39-01-C-4003-0000 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=7546&id=22604&orgid=68

File Edit View Favorites Tools Help

Contractor Manpower Repo... Contractor Performance As... ARC -- MAIN MENU EDA Home Ogden PCF Login Weather Information Radar... ATAAPS Disclaimer Army Knowledge Online - ga... DFARS Home - DAU Home Page

COR - COR Nomination Process for DABT39-01-C-400...

COR Comments:

Submit Record to Supervisor/Commander Save Record (without routing)

Click to expand-> **SUPERVISOR/COMMANDER**

Click to collapse-> **CONTRACTING OFFICER**

Contract Number: DABT39 -01 -C -4003

Delivery/Task Order: 0000

COR Training Type: A

Contracting Officer Certifications:

Cert. Activation	All	Certification
6/25/2012	<input checked="" type="checkbox"/> I certify	I HAVE REVIEWED THE COR'S COURSES AND CONFIRMED THAT A VALID "CONTRACTING OFFICER REPRESENTATIVE" COURSE HAS BEEN COMPLETED BY THE COR.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED COR REPORT AND UPLOADS IT IN THE VCE-COR MODULE. I WILL THEN REVIEW THE COR REPORT AND APPROVE OR REJECT IT IN THE VCE-COR MODULE.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

Approval/Rejection Comments:

Save Record (without routing) Waive QASP

Reject COR **Appoint COR** Terminate/Revoke COR

Annual COR File Inspection Checklist

Upload Online File Inspection Checklist:

Conduct Annual File Review

Click to expand-> **COR'S ONLINE FILE**

KO can choose to appoint the COR which will open a new window with the appointment order.



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https://arc.army.mil/COR/CORContractDisplay.aspx?id=AppointKO&corid=7546&contbr=DABT3901C4003&d - Windows Internet Explorer

Please fill out the following form.

Comment Share

Highlight Existing Fields

DEPARTMENT OF THE ARMY

Command: MICC
Organization: MICC - FORT SILL

SUBJECT: Designation of Contracting Officer's Representative (COR) for
Contract Number: DABT3901C4003 Task Order: 0000 DATE: 17-Aug-2012

1. CHRISTOPHER.BROWN136, Pursuant to DFARS 201.602-2, you are designated as the contracting officer's representative (COR) in administration of the subject contract:

CMRA Responsibility (Para 10):	Yes <input type="checkbox"/> No <input type="checkbox"/>
SPOT Responsibility (Para 11):	Yes <input type="checkbox"/> No <input type="checkbox"/>
CTP Responsibility (Para 12):	Yes <input type="checkbox"/> No <input type="checkbox"/>
CPARS Responsibility (Para 13):	Yes <input type="checkbox"/> No <input type="checkbox"/>
CCASS Responsibility (Para 14):	Yes <input type="checkbox"/> No <input type="checkbox"/>
CVS Responsibility (Para 15):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Travel Orders Responsibility (Para 16):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspection and Acceptance:	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. You are authorized by this designation to take action with respect to the following:

- Verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications. Specific emphasis should be placed on the quality provisions, for both adherence to the contract provisions and to the contractor's own quality control program.
- Perform, or cause to be performed, inspections necessary in connection with paragraph 2a and verify that the contractor has corrected all deficiencies. Perform acceptance for the Government of services performed under this contract.
- Maintain liaison and direct communications with the contractor. Written communications with the contractor and other documents pertaining to the contract shall be signed as "Contracting Officer's Representative" and a copy shall be placed in the COR's online file in the VCE-COR Module at <https://vce.army.mil/COR>
- Monitor the contractor's performance; notify the contractor of deficiencies observed during surveillance and direct appropriate action to effect correction. Record and report to the contracting officer incidents of faulty or nonconforming work, delays or problems. In addition, you are required to submit a monthly report concerning performance of services rendered under this contract.
- Coordinate site entry for contractor personnel, and insure that any Government-furnished property is available when required.

KO should choose the required responsibilities.



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U.S. Army Mission and Installation Contracting Command



https://arc.army.mil/COR/CORContractDisplay.aspx?id=AppointKO&corId=7546&conNbr=DABT3901C4003&d - Windows Internet Explorer

Please fill out the following form.

then click CORASS Web Application.

15. If the Contracting Officer, in paragraph 1, has designated the COR as the Contractor Verification System (CVS) Trusted Agent. You are delegated responsibility for serving as a Contractor Verification System (CVS) Trusted Agent (TA). You are responsible for facilitating/sponsoring AKO registration and CVS processing, to include approval, rejection and re-verification. Examples of situations which will require these duties: If the contract requires contractor personnel to deploy OCONUS or requires access to a government information network, they must obtain a Common Access Card (CAC).

16. If the Contracting Officer, in paragraph 1, has designated the COR with travel order approval authority, you are delegated the responsibility of approving contractor travel orders under this contract. Verify that travel receipts are valid and match the travel requirements identified in the Performance Work Statement (PWS) or Statement of Work (SOW). Notify the Contracting Officer immediately if any issues or problems are observed. Report on approvals conducted in your monthly report.

17. The following additional duties are directed:

Contracting Officer Signature:

Date Signed:

Contracting Officer Name: ABRAHAM, PAULINE

COR Section - To be filled out and electronically signed by the COR

Receipt of this Contracting Officer's Representative designation is acknowledged

COR Name: CHRISTOPHER.BROWN136

Telephone: 580 4426129

COR Signature:

Date Signed:

KO adds any additional duties as required and digitally signs the document. Once the KO submits the form the system sends an email to the COR, stating that they need to sign the form. Once this is complete the COR is active on this contract.

COR - COR Nomination Process for DABT39-01-C-4003-0000 - Windows Internet Explorer
https://arc.army.mil/COR/CORContract.aspx?cor=7546&id=22604&orgid=68
File Edit View Favorites Tools Help
Contractor Manpower Repo... Contractor Performance As... ARC -- MAIN MENU EDA Home Ogden PCF Login Weather Information Radar... ATAAPS Disclaimer Army Knowledge Online - ga... DFARS Home - DAU Home Page
COR - COR Nomination Process for DABT39-01-C-400...
Page Safety Tools
COR Comments:
Submit Record to Supervisor/Commander Save Record (without routing)
Click to expand>SUPERVISOR/COMMANDER
Click to collapse>CONTRACTING OFFICER
Contract Number: DABT39 -01 -C -4003
Delivery/Task Order: 0000
COR Training Type: A
Contracting Officer Certifications:
Cert. Activation All Certification
6/25/2012 I certify I HAVE REVIEWED THE COR'S COURSES AND CONFIRMED THAT A VALID "CONTRACTING OFFICER REPRESENTATIVE" COURSE HAS BEEN COMPLETED BY THE COR.
5/18/2008 I certify I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED COR REPORT AND UPLOADS IT IN THE VCE-COR MODULE. I WILL THEN REVIEW THE COR REPORT AND APPROVE OR REJECT IT IN THE VCE-COR MODULE.
5/18/2008 I certify I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008 I certify I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.
Approval/Rejection Comments:
Save Record (without routing) Waive QASP
Reject COR Appear COR
Terminate/Revoke COR
Annual COR File Inspection Checklist
Upload Online File Inspection Checklist:
Conduct Annual File Review
Click to expand>COR'S ONLINE FILE
Done
Start Inbox - Microsoft Outlook COR - COR Nomination... Slides Microsoft PowerPoint - [...] Trusted sites Protected Mode: Off 100% 11:45 AM

KO can choose Reject the COR's nomination.

COR - COR Nomination Process for DABT39-01-C-4003-0000 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=7546&id=22604&orgid=68

File Edit View Favorites Tools Help

Contractor Manpower Repo... Contractor Performance As... ARC -- MAIN MENU EDA Home Ogden PCF Login Weather Information Radar... ATAAPS Disclaimer Army Knowledge Online - ga... DFARS Home - DAU Home Page

COR - COR Nomination Process for DABT39-01-C-400...

COR Comments:

Save Record (without routing)

Click to expand-> **SUPERVISOR/COMMANDER**

Click to collapse-> **CONTRACTING OFFICER**

Contract Number: DABT39 -01 -C -4003

Delivery/Task Order: 0000

COR Training Type: A

Contracting Officer Certifications:

Cert. Activation	All	Certification
6/25/2012	<input checked="" type="checkbox"/> I certify	I HAVE
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL REJECT
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL CHECK
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL

Approval/Rejection Comments:

Save Record (without routing)

Reject COR

Terminate/Revoke COR

Annual COR File Inspection Checklist

Upload Online File Inspection Checklist:

Conduct Annual File Review

Click to expand-> **COR'S ONLINE FILE**

Rejected due to lack of certificates for ACC co uploaded QASP

Please select from the following:

- ☐ Reject record AND re-route for COR rework of package.
- ☐ Reject AND cancel record.

OK Cancel

Waive QASP

Appoint COR

KO 's rejecting a COR nomination need to fill out the comment block with the reasoning and choose to send it back to the COR for correction or to cancel the entire nomination.

Trusted sites | Protected Mode: Off

50

11:51 AM

COR - COR Nomination Process for DABT39-01-C-4003-0000 - Windows Internet Explorer

https://arc.army.mil/COR/CORContract.aspx?cor=7546&id=22604&orgid=68

File Edit View Favorites Tools Help

Contractor Manpower Repo... Contractor Performance As... ARC -- MAIN MENU EDA Home Ogden PCF Login Weather Information Radar... ATAAPS Disclaimer Army Knowledge Online - ga... DFARS Home - DAU Home Page

COR - COR Nomination Process for DABT39-01-C-400...

COR Comments:

Submit Record to Supervisor/Commander Save Record (without routing)

Click to expand-> **SUPERVISOR/COMMANDER**

Click to collapse-> **CONTRACTING OFFICER**

Contract Number: DABT39 -01 -C -4003

Delivery/Task Order: 0000

COR Training Type: A

Contracting Officer Certifications:

Cert. Activation	All	Certification
6/25/2012	<input checked="" type="checkbox"/> I certify	I HAVE REVIEWED THE COR'S COURSES AND CONFIRMED THAT A VALID "CONTRACTING OFFICER REPRESENTATIVE" COURSE HAS BEEN COMPLETED BY THE COR.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED COR REPORT AND UPLOADS IT IN THE VCE-COR MODULE. I WILL THEN REVIEW THE COR REPORT AND APPROVE OR REJECT IT IN THE VCE-COR MODULE.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

Approval/Rejection Comments:

Save Record (without routing) Waive QASP

Reject COR Appoint COR

Terminate/Revoke COR

Annual COR File Inspection Checklist

Upload Online File Inspection Checklist:

Conduct Annual File Review

Click to expand-> **COR'S ONLINE FILE**

When COR's require termination the KO can choose the terminate/revoke option.



U.S. Army Mission and Installation Contracting Command

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https://arc.army.mil/COR/CONTRACTDisplay.aspx?id=RevokeKO&corId=7546&conNbr=DABK3503C0005&de - Windows Internet Explorer

Please fill out the following form.

Comment Share

Highlight Existing Fields

DEPARTMENT OF THE ARMY

Command: MICC
Organization: MICC - FORT SILL

Office Symbol: Date: 17-Aug-2012

MEMORANDUM FOR: CHRISTOPHER.BROWN136

ATTN:

SUBJECT: Revocation of Designation of Contracting Officer's Representative (COR) for the following contract:

Contract Number: DABK3503C0005 Delivery Order: 0000

1. In accordance with AFARS 5153.9001, Para 4, your designation as the Contracting Officer's Representative (COR) in administration of Subject Contract is hereby revoked. This termination of your COR responsibilities is effective .

Reason:

2. Any questions regarding the foregoing may be directed to the contracting officer Ms./Mr. ABRAHAM, PAULINE , DSN or Commercial No. or the contract specialist Ms./Mr. LUCAS, GERALDINE , DSN or Commercial No. .

Contracting Officer Signature:

Date Signed:

Contracting Officer Name: ABRAHAM, PAULINE

KO then needs to fill out all appropriate blocks including reasoning and digitally sign the document. Once the KO submits the form the system sends and email to the COR that they need to sign the form. Once this is complete the COR is terminated on this contract.

Start | Inbox - Microsoft Outlook | VCE new.ppt [Compatibil... | ARC -- MAIN MENU - Win... | COR - COR Contract Ma... | https://arc.army.mil/... | 11:58 AM



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Contracting Officer Certifications:

Cert. Activation ⓘ	All	Certification
5/18/2008	<input checked="" type="checkbox"/> I certify	EVERY MONTH I WILL ENSURE THAT THE COR COMPLETES THE REQUIRED MONTHLY COR REPORT AND UPLOADS IT IN THIS SYSTEM. I WILL THEN REVIEW THE MONTHLY COR REPORT AND APPROVE OR REJECT IT IN THE COR MANAGEMENT SYSTEM.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL PERFORM A YEARLY ADMINISTRATIVE REVIEW OF THE COR'S FILES IN THE ANNIVERSARY MONTH OF APPOINTMENT USING THE ANNUAL COR FILE INSPECTION CHECKLIST.
5/18/2008	<input checked="" type="checkbox"/> I certify	I WILL UPLOAD THE ANNUAL COR FILE INSPECTION CHECKLIST IN THIS SYSTEM AT THE END OF THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.

Approval/Rejection Comments:

Contract Training Type

COR Training Type: ⓘ

B

Contingency Environment?: No

Synchronized Pre-deployment and Operational Tracker (SPOT) System Validation Authority will be assigned to:

Not Applicable to this contract

Appointment Letter:

Browse...

Appointment Date:



Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Note: To review the list of Appointment Letter templates, please visit the [Document Templates page](#) and select your organization.

Contracting Officer Approve

Save Record (without routing)

Contracting Officer Reject

Contract Management<-Click to expand



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Document Templates
COR Handbooks & POCs
All COR Submitted Documents
View All Local COR Records

**KO
ERROR
MESSAGE**

The following problems were encountered with the Contracting Officer Approve action

- QASP Document required
- Appointment Letter is required

The following problems were encountered with the Required Courses

- The COR candidate does not have all of the appropriate Courses, and the associated certificates, in their profile in order to Self Nominate
 - ACC COR Comprehension Training

The following problems were encountered with the Contracting Officer Section Contract Information

- Contract Type "A", "D" and "G" require a Delivery Order Number (which can NOT be '0000')

[View Complete COR Information](#)

Cancel Record ⓘ

COR Information <Click to collapse

AKO Name: LISA.PALUS

PEO/Command: TRADOC

PM/Directorate: ARCIC

Predominant Career Field:

Level of Certification:

Courses:

Course	Training Lvl	Certificate
Specialized Training/License/Certification - Type C	C	Masters Certificate in Government Contracting 1 .d
DAU CLC 106 COR with a Mission Focus	[A]	COR with a Mission Focus 11-19-09.jpg
Misc training as required by local center policy		Performance Work Statement.jpg



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Contract Management And Status Reports





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COR Monthly Status Reports


- **COR must upload monthly status reports to the VCE.**
- **COR must upload all surveillance reports to the VCE.**
- **KO and specialist will receive e-mail notifications when reports have been received from COR.**
- **Once contract expires, COR will do a final report.**



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COR can choose to utilize the online monthly report or to upload a custom monthly report.



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https://arc.army.mil/COR/CORContractDisplay.aspx?d=Monthly&corId=6973&conId=W9124L100006&d= - Windows Internet Explorer

Comment Share

Please fill out the following form.

COR Monthly Report

REPORT FOR MONTH ENDING

COR Name:	ALFRED R. PALMA		
Contract Number:	W9124L1000006		
Task Order:	0000		
Contract Period of Performance	From: 30-Jun-10	To: 01-Jan-11	

SURVEILLANCE METHOD

☐ 100% Inspection

☐ Random Onsite Inspection

☐ Scheduled Periodic Inspection

☐ Contractor Submitted Report

CONTRACTOR'S QUALITY OF WORK

☐ Exceptional

☐ Very Good

☐ Satisfactory

☐ Marginal

☐ Unsatisfactory

Has the Contractor conducted duties in a timely manner?

☐ Yes ☐ No

Were all the items in the QASP inspected?

☐ Yes ☐ No

Is the job progressing on schedule?

☐ Yes ☐ No

Are there any significant issues to report?

☐ Yes ☐ No

Are there any discrepancies to report?

☐ Yes ☐ No

Number of customer complaints this month?

Are there any issues for the PCO/KO to be aware of?

☐ Yes ☐ No

Has the contractor met all contract requirements?

☐ Yes ☐ No

I certify that this report is in accordance with the Inspection of Services Clause FAR part 52.246-4 or the inspections for commercial contracts FAR part 52.212-4(a), the monthly surveillance schedule, and the QASP. I hereby certify that services have been received and accepted.

COR Signature:

Submit form

COR should check appropriate blocks, digitally sign the document and submit the form. This will cause an email to be sent to the KO informing them that a monthly report is awaiting their review.

https://arc.army.mil/COR/CORContractDisplay.aspx?d=Monthly&corId=6973&conId=W9124L100006&d= - Windows Internet Explorer

Comment Share

Please fill out the following form.

COR Monthly Report

REPORT FOR MONTH ENDING

COR Name:	ALFRED R. PALMA		
Contract Number:	W9124L1000006		
Task Order:	0000		
Contract Period of Performance	From: 30-Jun-10	To: 01-Jan-11	

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☐ Exceptional

☐ Very Good

☐ Satisfactory

☐ Marginal

☐ Unsatisfactory

Has the Contractor conducted duties in a timely manner?

☐ Yes ☐ No

Were all the items in the QASP inspected?

☐ Yes ☐ No

Is the job progressing on schedule?

☐ Yes ☐ No

Are there any significant issues to report?

☐ Yes ☐ No

Are there any discrepancies to report?

☐ Yes ☐ No

Number of customer complaints this month?

Are there any issues for the PCO/KO to be aware of?

☐ Yes ☐ No

Has the contractor met all contract requirements?

☐ Yes ☐ No

I certify that this report is in accordance with the Inspection of Services Clause FAR part 52.246-4 or the inspections for commercial contracts FAR part 52.212-4(a), the monthly surveillance schedule, and the QASP. I hereby certify that services have been received and accepted.

COR Signature:

Submit form

Start

Inbox - Microsoft Outlook

COR - COR Contract Ma...

Slides

JUNE 2012 - VICE TRADIN...

https://arc.army.mil/CO...

https://arc.army.mil/...

8:05 AM

Start

Inbox - Microsoft Outlook

COR - COR Contract Ma...

Slides

JUNE 2012 - VICE TRADIN...

https://arc.army.mil/CO...

https://arc.army.mil/...

8:06 AM

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Contracting for Soldiers

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Monthly Status Report

Report
will say
submitted
until
approved
by KO

Click to collapse-> **COR'S ONLINE FILE**

Monthly Status Reports

	Month/Year	Version	Status	Document
   	02-2012	1	Submitted	 W911S0-11-C-0017MonthlyProgressRptFEB12.docx
   	01-2012	1	Submitted	 W911S0-11-C-0017MonthlyProgressRptJAN12.docx
	12-2011	1	Approved	 W911S0-11-C-0017MonthlyProgressRptDEC11.docx
	10-2011	1	Approved	 W911S011C0017MonthlyProgressRptOCT11.d



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VCE COR Filing Cabinets

Monthly Status Reports ⓘ

No Monthly Status Reports Listed

Annual COR File Inspection Checklist

No COR File Inspection Checklist File Listed

COR Trip Report

No COR Trip Reports Listed



Add File

Month: -Select-

Year: 2011

Add File: Browse...

Note: File size being uploaded must not exceed 8 MB (8,000 KB).

COR Correspondence Report

No COR Correspondence Reports Listed



Add File

Month: -Select-

Year: 2011

Add File: Browse...

Note: File size being uploaded must not exceed 8 MB (8,000 KB).

Miscellaneous Documents

No Miscellaneous Documents Listed



Add File

Month: -Select-

Year: 2011

Document Type: -Select-

Add File: Browse...

Note: File size being uploaded must not exceed 8 MB (8,000 KB).






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CPARS Report

2. *Contractor Performance Assessment Reporting System (CPARS).*

CPARS Documents				
	Month/Year	Document	Created By	Created On
 	03-2012	 CPARS MAR 2011- MAR 2012.doc	CAMILLA.TRAMUEL	04/10/2012 01:36 PM

Month: Year:

Add File:

➤ CORs are required to collect and complete contractor past performance information in CPARS for all contracts in excess of \$1 MIL collectively. The COR is required to read and understand his/her role and responsibilities in the CPARS process. The COR must contact the KO for access to CPARS. The COR must can upload a copy of the CPARS report to the VCE. CPARS information can be found at: <http://www.cpars.csd.disa.mil/cparsmain.htm>.

➤ All files input into the VCE do not require approval by the KO. However, the KO still has the option to review, edit, delete, or return the document to the COR for correction or explanation.



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CCASS

Construction Contractor Appraisal Support System

<http://www.cpars.gov/main/ccassmain.htm>

- CCASS is a web-enabled application that supports the completion, distribution, and retrieval of Construction contract performance evaluations (DD Form 2626). CCASS is for UNCLASSIFIED use only. An evaluation assesses a contractor's performance and provides a record, both positive and negative, on a given contract. Each evaluation is based on objective facts and supported by contract management data, such as contract performance elements that evaluate quality, timely performance, effectiveness of management, and compliance with contract terms, labor standards, and safety requirements.



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CMRA

3. Contractor Manpower Reporting Application (CMRA).

CMRA Documents

	Month/Year	Document	Created By	Created On
 Edit  Delete	03-2012	 CMRA OCTOBER 2011.doc	CAMILLA.TRAMUEL	04/10/2012 01:37 PM



Month:

Year:

Add File:

➤ The COR shall ensure that the contractor reports financial data in the **CMRA** database for **ALL** contracts under his/her authority, no matter what the dollar value is. The COR will assist the contractor to ensure complete reporting takes place no later than 31 October of each year and validate that all required data has been completed. The COR must review the CMRA data elements (total obligated dollars, direct labor hours, direct labor dollars, etc) for accuracy and completeness in accordance with the National Defense Authorization Act (NDAA). CORs are responsible for editing any incorrect data if necessary. For assistance with the CMRA, the COR must contact the CMRA helpdesk found at <https://cmra.army.mil>. The COR will complete an MFR stating that the CMRA was completed by the contractor to include the completion date for input in the VCE. The COR will document the CMRA input in the November status report of each year.



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Trip Reports

4. COR Trip Reports.

COR Trip Reports

	Month/Year	Document	Created By	Created On
 Edit  Delete	03-2012	 TRIP REPORT - FT SAM MARCH 2012.doc	CAMILLA.TRAMUEL	04/10/2012 01:37 PM



Month:

Year:

Add File:

Note: File size cannot exceed 8 MB (8,000 KB).

- CORs may complete MFRs for trips made in the performance of official COR duties. It must include the dates of the trip, location visited, reason for the trips, contact personnel, any issues and concerns noted, and other information relevant to contract performance.



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COR Correspondence

5. *COR Correspondence Reports Area.*

COR Correspondence Reports

	Month/Year	Document	Created By	Created On
 Edit  Delete	02-2012	 OGE 450 - 2012.pdf	CAMILLA.TRAMUEL	04/10/2012 02:53 PM



Month: February

Year: 2012

Add File:

Browse...

➤ In the COR Correspondence Reports Area, CORs will upload any generic MFRs, e-mails or other correspondence relating to the contract not specifically addressed in one of the other COR'S ONLINE FILE areas. CORs title or name documents that reflects the content of the correspondence and include the date the document was created, OGE 450.

Miscellaneous Documents


6. *Miscellaneous Document Area.* This cabinet allows the COR to choose a document title.

No Miscellaneous Documents Listed

Month: Year:

Document Type:

Add File:

 Add File

-Select-

- CONSTRUCTION REPORTS
- CONTRACT DOCS
- COST REPORTS
- DEFICIENCY REPORTS
- ENVIRONMENTAL PLAN
- GFE INVENTORY
- GFE PROPERTY VALIDATION
- INVOICES/VOUCHERS
- MAINTENANCE PLAN
- SAFETY PLAN
- SURVEILLANCE CHECK LIST
- SURVEILLANCE SCHEDULE
- TEST REPORTS
- WORK PLAN





















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Miscellaneous Documents

Miscellaneous Documents					
	Month/Year	Document	Document Desc	Created By	Created On
 Edit  Delete	02-2012	 GFE INVENTORY - OCT 2011.doc	GFE INVENTORY	CAMILLA, TRAMUEL	04/10/2012 03:14 PM
 Edit  Delete	02-2012	 GFE INVENTORY - OCT 2010.doc	GFE INVENTORY	CAMILLA, TRAMUEL	04/10/2012 03:13 PM
 Edit  Delete	02-2012	 WAWF INVOICE - MAR 2012.doc	INVOICES/VOUCHERS	CAMILLA, TRAMUEL	04/10/2012 03:10 PM
 Edit  Delete	02-2012	 SURV RPT - APRIL 2012.pdf	SURVEILLANCE CHECK LIST	CAMILLA, TRAMUEL	04/10/2012 03:07 PM
 Edit  Delete	02-2012	 SURV SCHEDULE - APR 2012.pdf	SURVEILLANCE SCHEDULE	CAMILLA, TRAMUEL	04/10/2012 03:02 PM
 Edit  Delete	02-2012	 DEFICIENCY RPT - APR 2012.pdf	DEFICIENCY REPORTS	CAMILLA, TRAMUEL	04/10/2012 03:02 PM



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COR FILE CONTENTS

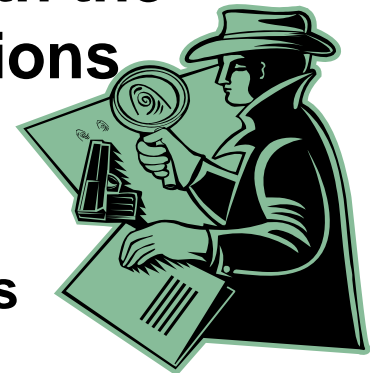




Contract Files – FAR Subpart 4.8



- The COR file is a “***FOR OFFICIAL USE ONLY***” file and must be maintained in accordance with the contracting officer’s instructions
- COR is responsible to:
 - Maintain complete orderly files
 - Safeguard all procurement sensitive, business sensitive, and proprietary information.





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COR FILES Include

- **COR Appointment / Termination Letter(s)**
- **Training Certificates**
- **The Notice of Award or Notice to Proceed**
- **Copy of complete Contract to include:**
 - **PWS & All modifications**
 - **Pricing and payment information**
 - **QASP**
 - **Surveillance & Inspection checklist & Results**



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COR FILES (cont.)

- **MFR: CPARS statement signed by COR supervisor**
- **MFR: CMRA statement signed by COR supervisor**
- **MFR: OGE 450 statement signed by COR supervisor**
- **Communications with the Contractor**



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COR FILES (cont.)

- **Meeting Minutes**
- **DD 250/WAWF / Invoices or equivalent**
- **Discrepancy Reports**
- **All files are stored and accessed using VCE-COR On-line Management Tool**



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COR FILES (cont.)

- The required method for COR file creation and storage is to use the COR Management System online tool.
- All the COR documents maintained in the old paper file system are included in the new digital system.
- VCE-COR provides easier access to files for review and evaluation.
- The consolidated offsite storage of data ensures Continuity of Operations.
- VCE-COR allows scanned documents storage within the electronic file.



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SUMMARY

(We talked about)

- **VCE-COR** - Virtual Contracting Enterprise overview
- **COR PROFILE** – Process of creating a COR Profile
- **COR Self-Nomination** – Process
- **COR's Supervisor** – Profile and Process Detail
- **Contract Officer (KO)** - Review and Approval.
- **Contract Management & Status Reports** - Process
- **The COR Contract File** – Content List



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Questions





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